

TREASURY DOCUMENTATION**Subject**

Freedom of Information Act (FOIA), Request for Information, Handle

For

EMPLOYEE HANDBOOK

Also See

ET-03015; PN-00001

Identification

5/118

PT-03029

Procedure

Effective

5-1-2001

Page 1 of 1

Replaces

PT-03029 (4-1-95)

WHO**WHEN****ACTION**Executive,
Division
Administrator
or Designated
Representative**Immediately**

1. Receives request for information under the Freedom of Information Act (Public Act 442 of 1976) (FOIA) by electronic mail, facsimile or mail.

2. Sends written request to FOIA Analyst, Executive Office.

FOIA Analyst

**Immediately
if Possible, or
Within 5
Business Days
of Receipt by
Treasury
Department**

3. Enters information in FOIA database.

4. Processes request according to Procedure PN-00001.

End